

**City of Berwyn  
Staff Vacancy Full Time**

Position: Parking & Local Ordinance Adjudication Revenue Supervisor  
Salary: \$30,000/year  
Schedule: Rotating Schedule Mon, Wed, Thurs, Fri 9a.m.-5p.m. Tues till 8 p.m., Sat.9-12 p.m. Will be working at the Police Dept.  
Application deadline: July 20, 2007  
Start date: July 30, 2007

**DISTINGUISHING FEATURES OF WORK:**

Under the direction of the City Collector, will oversee local ordinance and parking ticket collection and assist with adjudication, will supervisor, review and participate in the clerical duties involved with collection of fines, adjudication and follow up notifications.

**Major Responsibilities include:**

1. Manage daily responses to all parking tickets for initial 30 days.
2. Deliver excellent customer service.
3. Monitor and respond to written, in-person, electronic and telephone concerns.
4. Investigate complaints and communicate with appropriate departments.
5. Oversee and issue handicap stickers, city stickers and other parking stickers.
6. Organize and oversee handicap renewals and visitor pass programs.
7. Prepare dockets for local ordinance adjudication.
8. Oversee and send written communications for tickets court appearances, decisions, and findings.
9. Reconcile daily collection of all monies received.
10. Supervise, train and conduct performance review of parking and local ordinance adjudication clerks.
11. Communicate and prepare files for other agency currently responsible for adjudication and collection of all parking and compliance violations.

**EDUCATION:**

Minimum Associates Degree required.

**EXPERIENCE:**

Must have management or supervisory experience.  
Must have excellent customer service and communications skills.  
Must have good organizational skills and the ability to establish policies and procedures.  
Must have excellent computer skills.  
Must be bi-lingual.

Applications are to be picked up and returned to the  
City of Berwyn Human Resources Department

6700 West 26<sup>th</sup> Street  
Berwyn, Illinois 60402-0701

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**